

Labeling SOP

Ensure correct and accurate labeling to maintain integrity and safety of food, and to communicate use by dates to all staff.

Purpose

- To prevent or reduce the opportunity for food-borne illness.

Scope

This procedure applies to foodservice employees who receive and/or track inventory and handle food products.

Key Words

Labeling, Food-Borne Illness

Instructions

1. Prepared foods will be labeled with the “Production Date”.
2. Foods received from vendors will be labeled with a “Use By Date”.
3. If freezing or thawing prepared foods, these foods will be labeled with a “Frozen On” and “Thawed On” dates.

Corrective Action

1. Foods that do not have a clear label and an uncertain date of production and/or use by date will be discarded and noted on a Discarded Product Log.
2. Foods that have been improperly labeled can be re-labeled correctly, once correct dates are confirmed by kitchen leads and verified against production records.

Verification and Record Keeping

- The Food Service employee must record the name of the discarded food, date, time, and the reason why the food was discarded on the Discarded Product Log.
- The Discarded Product Log will then be verified within 7 days. The Discarded Product Log

must be kept on file for 6 month

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____